FAMIS Adding Parts to Work Orders Module 5
Objectives:
1. Searching for parts
2. Adding parts to a Work Order
3. Issuing parts to Work Order
FAMIS: Adding Parts to WO

1. Find work order needed
2. Select the PARTS tab within WO screen
   a. Press the ellipsis button
   b. Click the description field
   c. Press F7
   d. Press F8 to bring up all parts in this warehouse
   e. Select the part and press OK
   f. Select the PICK button
FAMIS: Adding Parts to WO
3. When the right part is displayed in the line item, select the quantity needed.

4. Once all the information is correct, return to the Main tab and change the status to WAIT MAT

This will allow for the person pulling the parts to filter out which work orders need parts.
FAMIS: Adding Parts to WO
7. Switch to the INVENTORY module at the top
8. Open “FIC Forms” Folder, then open “Issues and Returns”
9. Open the “Item Issue” form. You are now creating a Material Issue
FAMIS: Adding Parts to WO
7. Enter the Employee ID (PeopleSoft) of the person to whom the material will be issued. Search using the ellipsis if needed
   a) In the WO NUMBER field, type the WO number
      i. You can switch back to the MAINTENANCE tab to reference it if needed
   b) Press Enter twice
FAMIS: Adding Parts to WO
10. Verify that the part information has been populated in the part list fields
11. In the QUANTITY ISSUE field, type in the quantity to be issued at the time
   a) If you need to review the part information, you can selecting PART to the right of the screen
12. Press OK
13. If an Issue number has been generated, the material issue was successful

NOTE: To view historical requests i.e. what has already been issued, you must be in query (F7) mode, and then query the WO number. If parts have already been issued against this WO, an issue number will be displayed in the ISSUE No. Field
### FAMIS: Adding Parts to WO

#### Part

- **Part Number:** 112236  
  **Category:** POWER_TOOLS

#### General Description

<table>
<thead>
<tr>
<th>Commodity</th>
<th>LUBRICANTS</th>
<th>Status</th>
<th>ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>Each</td>
<td>Type</td>
<td>STOCK</td>
</tr>
<tr>
<td>Unit of Purchase</td>
<td>Each</td>
<td>Shelf Life</td>
<td>None</td>
</tr>
<tr>
<td>ABC Class</td>
<td></td>
<td>Shelf Life Days</td>
<td></td>
</tr>
</tbody>
</table>

#### Long Description

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#### Warehouse Information

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>On Order</th>
<th>Calc</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Hand</td>
<td>Safety Stock</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferred</td>
<td>Reorder Point</td>
<td></td>
<td>Markup %</td>
</tr>
<tr>
<td>Reserved</td>
<td>EOG</td>
<td></td>
<td>Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sell Price</td>
</tr>
</tbody>
</table>

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### Additional Buttons

- Details
- Bins
- Bills of Mat1
- Vendors
- Substitution
- Mfrs
- History
- Orders
- Warehouses
- Dates
- Reservation
- Shelf Life
- Multi-Warehouse
- UM Conversion
- Accounts...
- Alias...
- Specifications...